

In some situations, a student who disagrees with the finding or sanctions in the Notice of Separation (Notice) delivered by the Student Honor Office may request a review. A completed Request for Review form (Request) must be submitted to the Managing Director of Student Well-Being or designee (Managing Director) within five business days of receiving the Notice. A Request is limited to the following reasons:

1. The student believes an error occurred that affected the outcome of the matter (e.g., proven bias against the student; failure to follow established procedures; decision was not supported by information found during the investigation, etc.).
2. The student believes new evidence, unknown or unavailable during the investigation, could substantially impact the original finding or sanctions. A summary of this new evidence and its possible impact must be included in the Request.
3. The student believes that the disciplinary action imposed is too severe for the Honor Code violation.

If the student fails to select an appropriate ground for review or the Request is not submitted within five business days, the Managing Director dismisses the Review and notifies the student.

Additional principles during the review include the following:

1. The student will continue to attend class and participate in campus activities unless the university determines such would be disruptive or poses a threat to the safety of others.
2. The Request will be considered by a three-person Review Panel, to include full-time university employees who have not been involved in the process previously. The Managing Director will designate one member of the Review Panel as Chair.
3. The decision of the Review Panel is confidential and by majority vote.
4. The Request is limited to five pages and must be submitted to the Managing Director, who will send a copy to the Student Honor Administrator that delivered the Notice. The Administrator will have five business days to provide a written response (Response), limited to five pages.
5. A review is not intended to be a re-investigation of the original report addressed by the Student Honor Office. In most cases, a review is confined to the Request and Response.
6. If the Review Panel has questions or needs additional clarification after reviewing the Request and Response, the Chair may ask the student and Administrator to provide written answers to questions submitted by the Review Panel within five business days.
7. The student has the burden to show that the findings or sanctions in the Notice should be reversed or modified based on the stated ground(s) in the Request.
8. A Request based on new evidence should normally be sent back to the Student Honor Office for reconsideration. Other Requests may be sent back at the discretion of the Review Panel.

Within five business days of receiving all written submissions, the Chair will provide the student and the Administrator with a Determination Regarding the Review (Determination) upholding, reversing, or modifying all or part of the original Notice. If the Review Panel cannot reasonably consider and resolve the Review within this timeframe, the Chair will notify the student when the Determination will be provided. The Review Panel's Determination is final and no additional review will be allowed.